

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P. O. Box 2870
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CENWD-HR
Regulation
No. 690-1-2

1 May 2003

Civilian Personnel
CIVILIAN PERSONNEL PROCESSING SEPARATIONS
CLEARANCE FORM AND EXIT APPRAISAL QUESTIONNAIRE

History. This issue publishes a revision of Northwestern Division (NWD) regulation NWDR 690-1-2; changes have been **bolded** for identification.

Summary. This regulation on processing personnel separating from employment is revised to include all Northwestern Division personnel and includes the appropriate clearance form to be used.

1. PURPOSE. This regulation establishes policy and procedures to be followed upon separation of an employee.
2. APPLICABILITY. This regulation is applicable to all personnel in Northwestern Division (NWD) and its Districts.
3. RESPONSIBILITIES.
 - a. The separating employee's immediate supervisor is responsible for ensuring employee compliance with this regulation.
 - b. The Security and Law Enforcement Officer/Provost Marshall and/or Security Monitors are responsible for completing security debriefing.
 - c. All employees will complete a NWD Form 690-10 (Northwestern Division Clearance Record) **with defaults for each NWD CPAC**, prior to their last workday.
 - d. Local servicing Civilian Personnel Advisory Centers (CPAC) will monitor the clearance procedure for regulatory compliance. CPAC's will maintain the completed **NWD Form 690-9 (Exit Appraisal Questionnaire)** and NWD Form 690-10 for one year.

*This regulation supersedes NWDR 690-1-2, 31 March 2000.

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4. PROCEDURES.

a. The separating employee is responsible for returning, by the last duty day, all items of property, paying all outstanding advances or any other debt, and obtaining all clearances on NWD Form 690-10, (Clearance Record) for the clearing process. The clearance form, available electronically via your local forms storage system (LAN and/or webpage) or by contacting your local forms manager, should be initiated during the last week of work. Instructions for completion are included on the form.

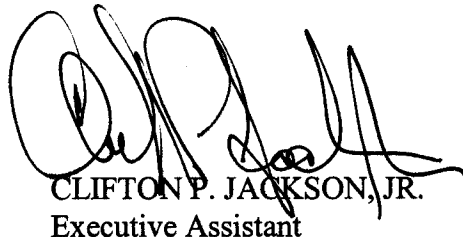
b. The separating employee's supervisor will insure that the employee completes the clearance form.

(1) All terminating employees will handcarry the clearance form to each area listed on the clearance form. Other than where designated on the clearance form, supervisors may not grant clearances under any circumstances. **The form may be completed in any order, except the last stop of the clearance process is the CPAC. The last stop for contractors is the Security Office.** When all areas have been cleared, the employee will handcarry the clearance form and exit appraisal questionnaire to their local CPAC.

(2) All employees not physically collocated with their servicing CPAC, will complete the clearance form and forward to their CPAC. The administrative officers at projects and on the dredges will assist separating employees in completing items appropriate for their areas (i.e. retrieval of office keys, ID Card). The supervisor or administrative officer will contact all functional areas via electronic mail for clearance upon receipt of the form.

c. **The supervisor or administrative officer will provide each separating employee an opportunity to complete an NWD Form 690-9, (Exit Appraisal Questionnaire). Completion of this form is optional. Supply of this form is available from your local forms storage system (LAN and/or webpage) or by contacting your local forms manager.**

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

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